

Large Format Commercial Design Standards Waiver Information & Submittal Requirements



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

Large commercial establishments typically locate at highly visible locations on major public streets. As a result of this, their design and layout determines much of the character and attractiveness of major streetscapes in the city. The ordinance regulating design standards for large format commercial development is a response to concerns about the impact of such establishments on McMinnville's landscape. To-date, much of the built commercial environment in McMinnville is largely defined by typical small-town characteristics: architectural variety, pedestrian scale and accessibility, substantial façade articulation, extensive glazing, and landscaping. The goals and development standards of Chapter 17.56 (Large Format Commercial Development) of the Zoning Ordinance are intended to encourage large-scale commercial development that reflects McMinnville's traditional design elements.

It is understood that there may be reasons for large format commercial development to deviate from the established standards due to site conditions, existing development, or use. There may also be occasion where an alternative design can be shown to be equal or superior, to these standards. The purpose of this application and review process is to allow for waivers to the prescribed standards and guidelines of Section 17.56.050 (Development Standards) of the Zoning Ordinance, provided certain criteria can be satisfied.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- ☐ A completed Large Format Commercial Design Standards Waiver application form.
- ☐ Two (2) copies of the following material:
 - Detailed plans (drawn to scale, with a north arrow, legible, and of a reproducible size) for the proposed commercial development showing topography, site layout, parking, and site circulation.
 - Building elevations that include building colors and materials (texture and relief), building height, vertical and horizontal articulation, voids to solids (window to wall) relationships, massing (i.e., isometric), window treatment, and other elements, as appropriate.
 - General landscape plan indicating the percentage of site landscaping, and the number, species, and placement of all proposed plant material; a complete landscaping and irrigation plan is required prior to or at the time of building permit submittal.
- ☐ A narrative describing how the proposal varies from the guidelines and standards of Chapter 17.56 (Large Format Commercial Development) of the Zoning Ordinance.

- ☐ Other information deemed necessary by the Planning Director to allow review of the applicant's proposal.
- ☐ Payment of the applicable review fee.

Review Process

An application to waive certain large format commercial development design standards is subject to review by the Planning Director as stated in Section 17.72.110 (Director's Review with Notification) of the Zoning Ordinance, after notification of the application has been provided to property owners within 100 feet of the subject site. The Director shall base a decision to approve, approve with conditions, or deny a waiver request based on the following criteria:

- A. There is a demonstrable difficulty in meeting the specific requirement(s) of Chapter 17.56 (Large Format Commercial Development) due to a unique or unusual aspect of the site, an existing structure, or the proposed use(s) of the site;
- B. There is demonstrable evidence that the alternative design shall accomplish the purpose of this chapter in a manner that is equal to, or superior to, a project designed consistent with the guideline standards contained herein; and,
- C. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this chapter.

The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



Planning Department

231 NE Fifth Street • McMinnville, OR 97128

(503) 434-7311 Office • (503) 474-4955 Fax

www.mcminnvilleoregon.gov

Office Use Only:

File No. _____

Date Received _____

Fee _____

Receipt No. _____

Received by _____

Large Format Commercial Design Standards Waiver Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____

(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____

(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Describe the project in detail and which large format commercial design standards and guidelines are not/cannot be met. Explain the alternative that is being proposed and how it is equal to or superior to a project being designed consistent with the required guidelines and standards, or the unique or unusual aspect of the site, or use of the site, that requires this waiver (attach additional pages if necessary).

In addition to this completed application, the applicant must provide the following:

- ☐ Detailed site plan and building plans for the proposed commercial development showing the information listed in the information sheet.
- ☐ General landscape plan indicating the information listed in the information sheet.
- ☐ A narrative describing how the proposal varies from the guidelines and standards of Chapter 17.56 (Large Format Commercial Development).
- ☐ Other information deemed necessary by the Planning Director to allow review of the applicant’s proposal.
- ☐ Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant’s Signature

Date

Property Owner’s Signature

Date